



Home

Find/Search Help

Navigational Help

Quit Acrobat

Zoom and View Help

Setting a default magnification level

We recommend that you set a default View setting for Reader which suits your monitor. To change the default magnification, do the following:

- 1 Select **Preferences** and then **General** from the Reader **File** menu.
- 2 In the Preferences window, select a percentage, Fit Page, Fit Width or Fit Visible and click **OK**.

Ways to change the magnification level

There are four ways to change the magnification level (or view setting) of PDF documents:

- Page view icons
- the Magnification settings box
- the Magnification tool
- the “View” pull-down menu

Each of these options is explained in the following sections.

Next ▼

Zoom and View Help



Home

Find/Search Help

Navigational Help

Quit Acrobat

Page view icons

To quickly change the magnification of a page, click on one of the following three icons in Reader's toolbar.



100%



Fit Page



Fit Width

The magnification settings box

The magnification settings box is located on the bottom of the Reader window and looks like this:

Use your mouse to select a setting.

The magnification tool



Reader's magnification tool provides an effective method of enlarging a specific area (text or graphic) of the current document. To use the magnification tool, complete the following steps:

- 1 Press on the magnification tool icon. The icon is shown above.
- 2 While pressing your left-mouse key, drag the expanding view box to encompass the desired area.

Previous

Next

Zoom and View Help



- 3 Release the mouse button. The magnification level changes to enlarge the desired area in the document.

To return to normal magnification, highlight “Fit page” under the “View” pull-down menu. You can also use the “Go Back” command under the same menu.

“View” pull-down menu

You will find all of the aforementioned Zoom and View options in Reader’s View menu.

Home

Find/Search Help

Navigational Help

Quit Acrobat



Previous